ROUTING AND TRANSMITTAL			Date 28 Nov 1984	
TO: (Name, office symbol, room number, building, Agency/Post)			Initials	Date
1. DDA				
2.				
3. DDCI				
4.				
5. C/N BPO				

Action		File		Note and Return	
Approval		For Clearance		Per Conversation	
As Requested		For Correction		Prepare Reply	
Circulate		For Your Information		See Me	
Comment		Investigate		Signature	
Coordination		Justify			

REMARKS

John,

    With regard to your question at the staff meeting the other day with respect to allocation of space in the new building, the attached reflects the guidance that we have given to the A&E in terms of space allocation by grade and for conference rooms. Also attached are the A&E's diagrams that he is using for the various types of work stations.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
James H. McDonald ADDA 7 D 24 Hqs	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7–76)
Prescribed by GSA
FPMR (41 CFR) 101–11.206

Page Denied

CENTRAL INTELLIGENCE AGENCY
WASHINGTON. D.C. 20505

3 0 Dec 1982

Smith, Hinchman & Grylls Associates, Inc.
455 West Fort Street
Detroit, Michigan 48226

Attention: Mr. Wm. Everett Medling

Gentlemen:

  Per your telecon request on 29 December 1982, the General
Services Administration guidelines for space allocation by grade
are as follows:

	Supervision	Non-Supervision
GS-01 to -06	N/A	60 sq ft
GS-07 to -11	100 sq ft	75 sq ft
GS-12 to -13	150 sq ft	100 sq ft
GS-14 to -15	225 sq ft	150 sq ft
SIS-1 to -2	300 sq ft	
SIS-3	350 sq ft	
SIS-4 to -6	400 sq ft	
EP-1	700 sq ft plus 500 sq ft Conference Room	
EP-2	600 sq ft plus 400 sq ft Conference Room	
EP-3	500 sq ft plus 300 sq ft Conference Room	
EP-4	450 sq ft	
EP-5	400 sq ft	

  These guidelines are generous by Agency experience and
should therefore be considered maximum.

Sincerely,

STAT

Building Planning Staff
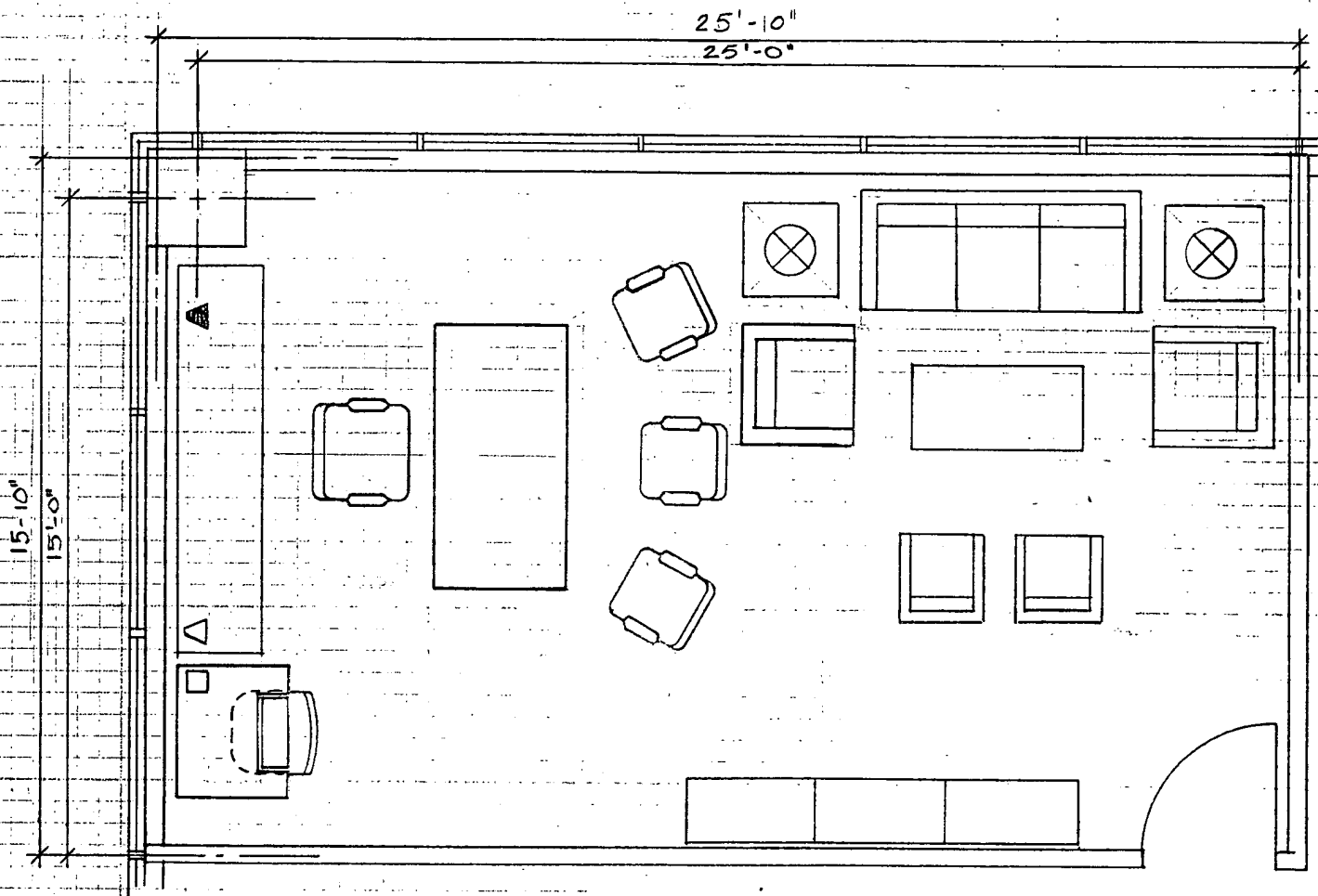Office of Logistics

CONFERENCE ROOM ALLOCATIONS

Office Directors   450 SF

Division Chiefs or Group Chiefs   300 SF
(only if justified)

Workstation A
416 SF
Officer SIS-4 to -B 6

25'-10"
25'-0"

15'-10"
15'-0"

1	Desk Chair
3	Guest Chair
36x72	Primary Work Surface
24x108	Secondary Work Surface
30x36	Terminal Table
1	Operational Chair
7	Lounge Seating
3	Bookcase Unit 84"14

Alternative Items Per Space Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation B
336 SF
Officer SIS-3

20'-10"

20'-0"

15'-10"

15'-0"
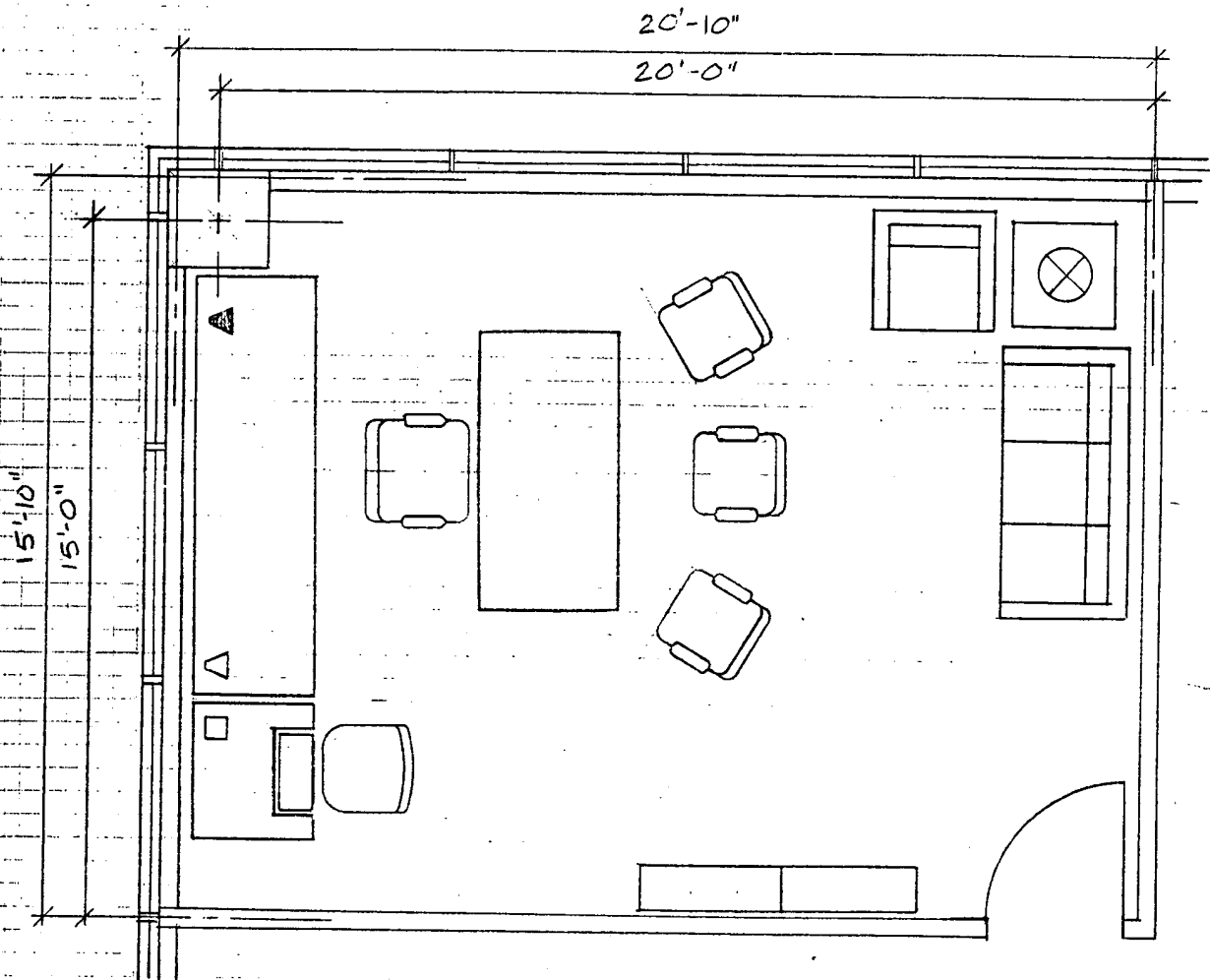
1	Desk Chair
3	Guest Chair
36x72	Primary Work Surface
30x108	Secondary Work Surface
30x36	Terminal Table
1	Operational Chair
4	Lounge Seating
2	Bookcase Unit

Alternative Item Per Space Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation C
240 Sf
Officer SIS-1 to -2

15'-0"
14'-6"

15'-10"
14'-10"
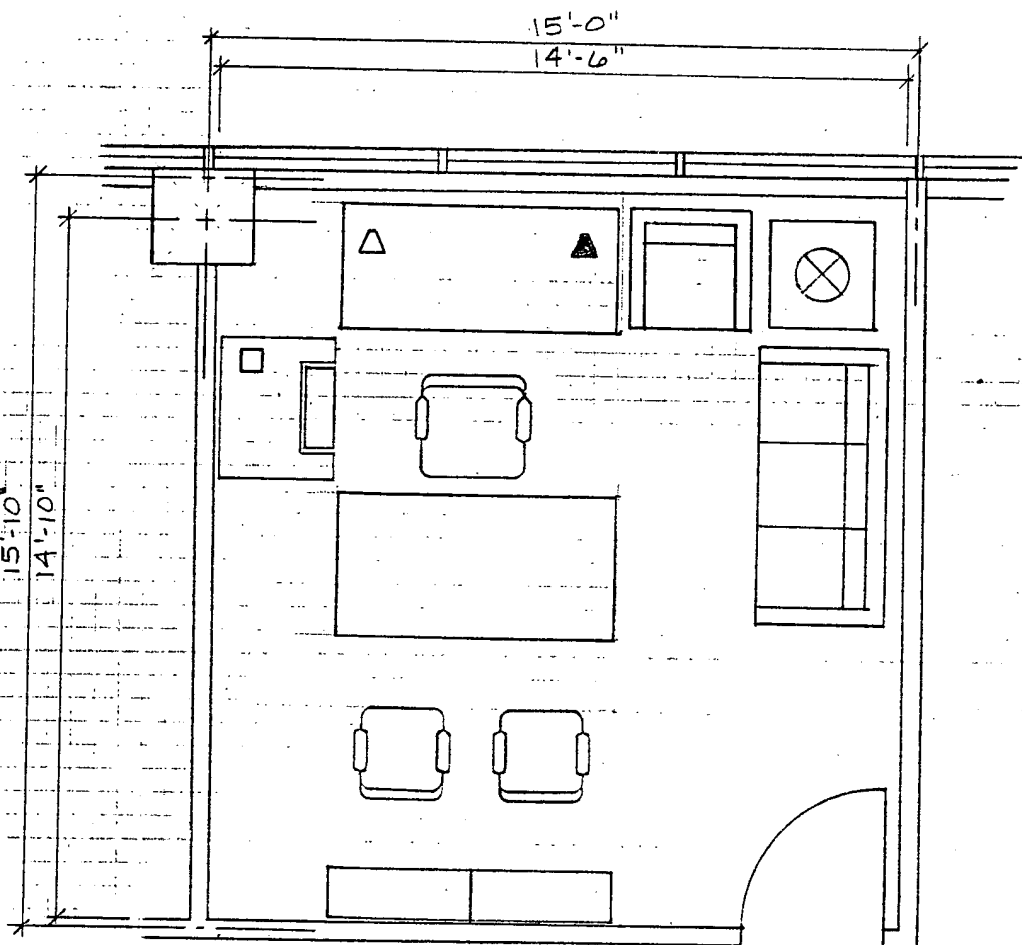
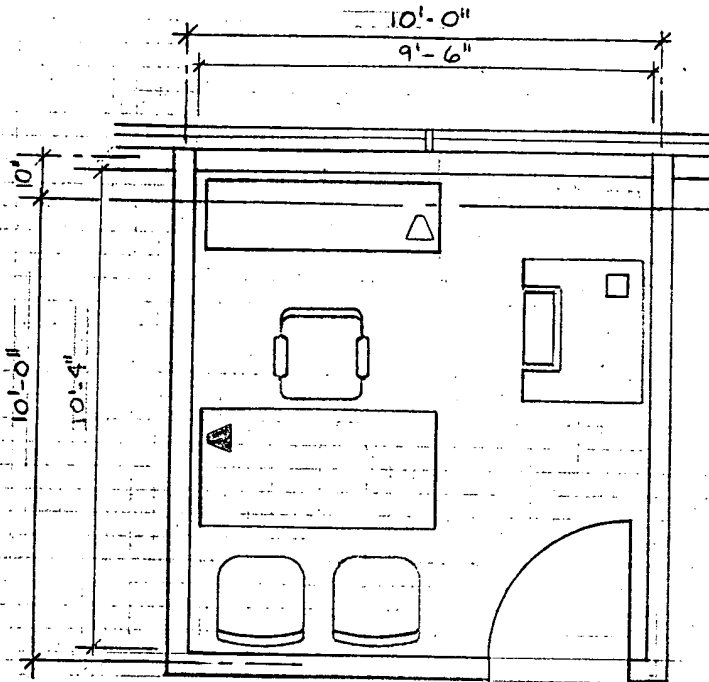|	
1	Desk Chair
2	Guest Chair
36x72	Primary Work Surface
30x72	Secondary Work Surface
30x36	Terminal Table
4	Lounge Seating
2	Bookcase Unit

Alternative Items Per Space Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation D1
110 SF
Officer GS-14 to -15

A

1	Desk Chair
2	Guest Chair
30x60	Primary Work Surface
18x60	Credenza
30x36	Terminal Table
2-4	File Drawers 18L"

Alternative Items Per Space
Allowance
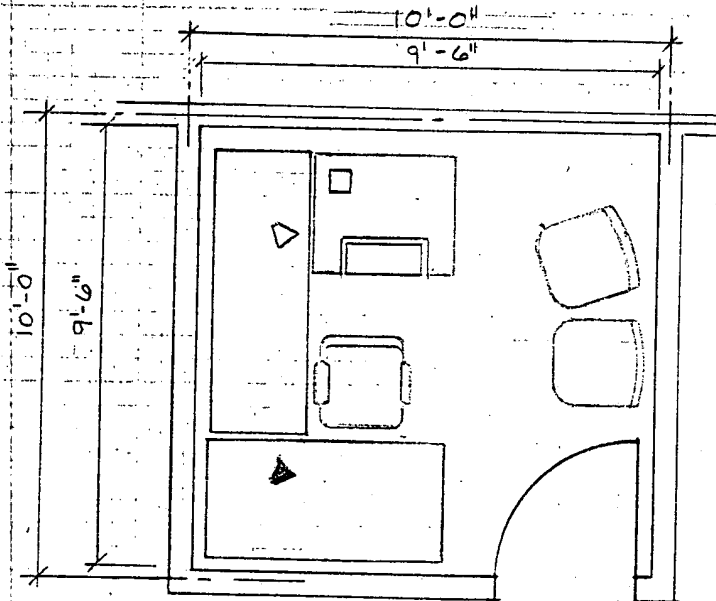
B

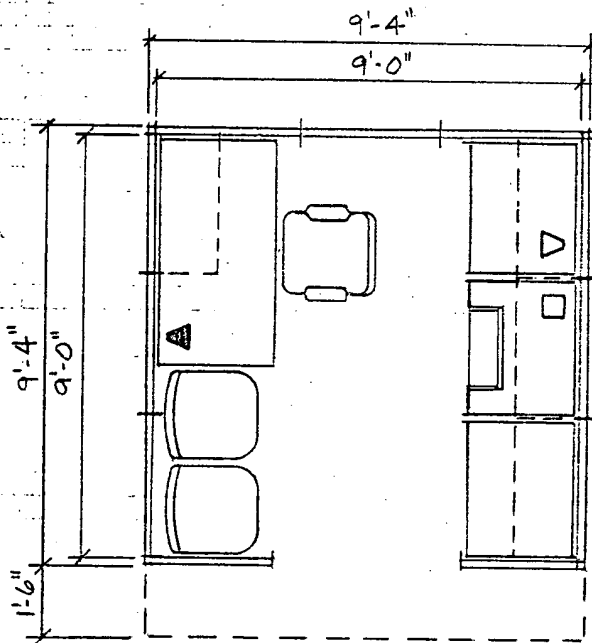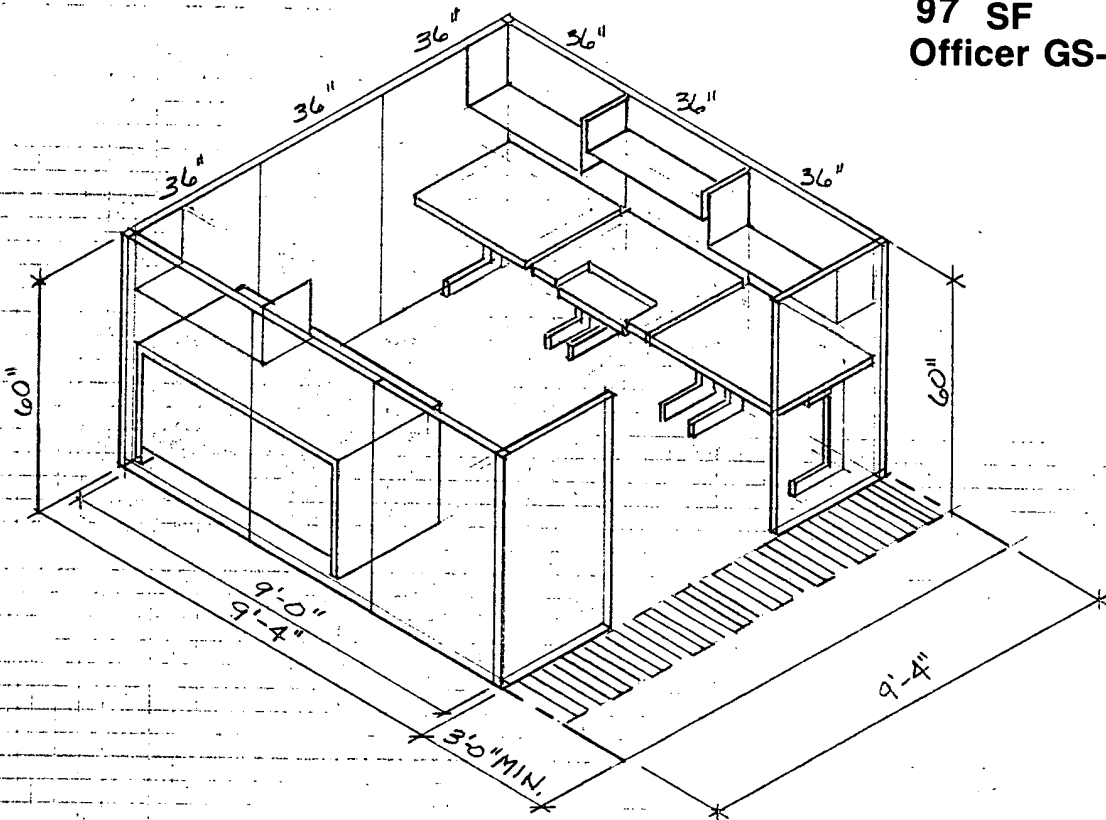|	
1	Desk Chair
2	Guest Chair
30x60	Primary Work Surface
24x72	Secondary Work Surface Executive Return
30x36	Terminal Table
2-4	File Drawers

Alternative Items Per Space
Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation D2
97 SF
Officer GS-14 to -15

(A)

1		Desk Chair
2		Guest Chair
	30x60	Primary Work Surface
2@	30x36	Secondary Work Surface
	30x36	Terminal Table
2-4		File Drawers 18L"
1-4		Shelves

Alternative Items Per Space
Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation E1
150 SF
Officer GS-12 to -13

A

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
½@ 30x36	Terminal Table
½@ 30x48	Secondary Work Surface

Alternative Items Per Space Allowance

B

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Terminal Table
½@ 30x48	Secondary Work Surface

Alternative Items Per Space Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation E2
86 SF
Officer GS-12 to -13
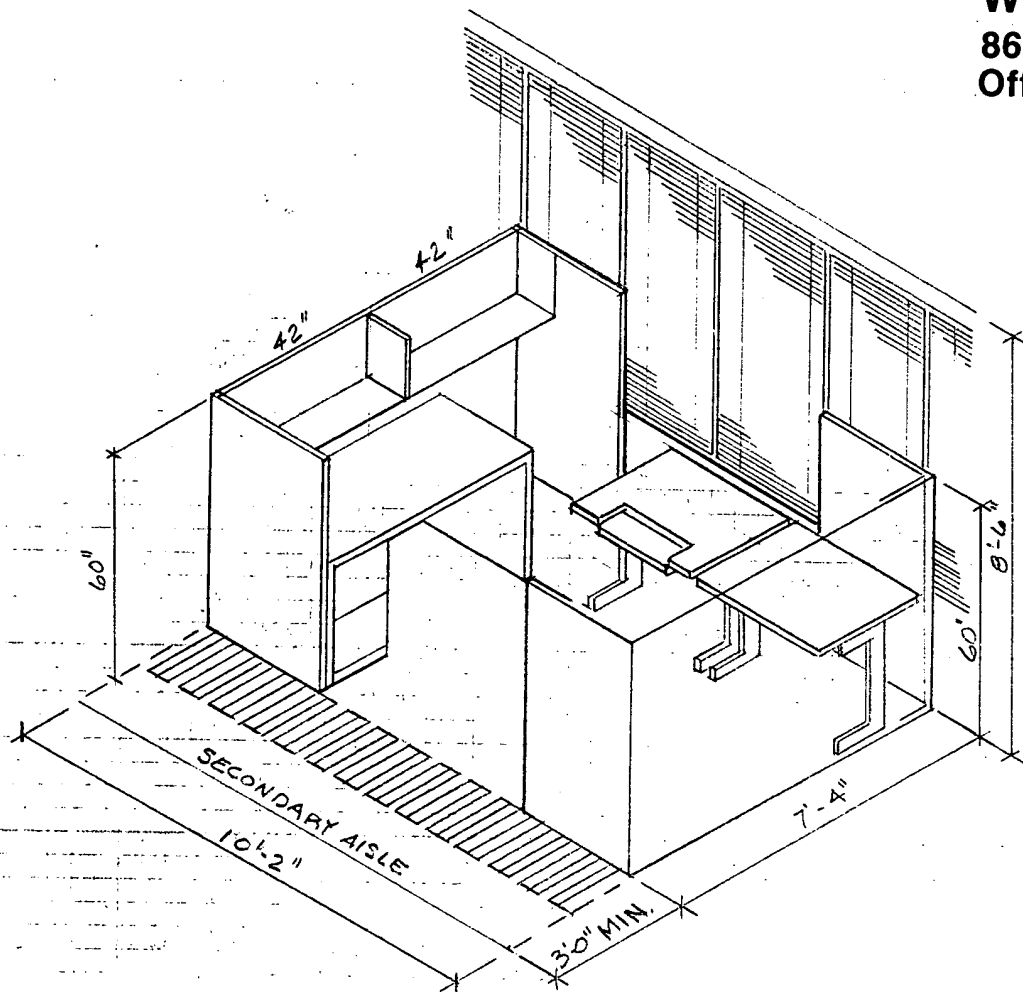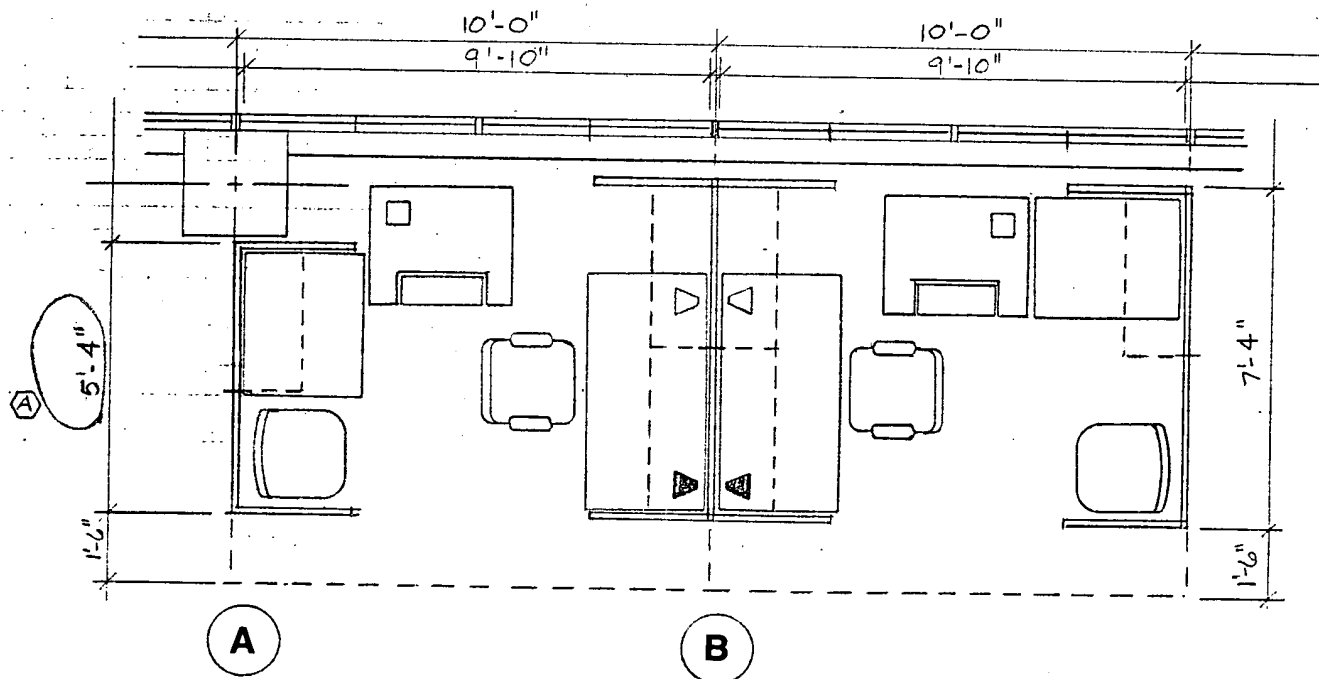
42"

42"

60"

9'-8"

60'

SECONDARY AISLE

10'-2"

7'-4"

3'-0" MIN.

▲ Black Phone
△ Green Phone
□ Computer Terminal

10'-0"

9'-10"

10'-0"

9'-10"

5'-4"

7'-4"

1'-6"

1'-6"

A

B

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Secondary Work Surface

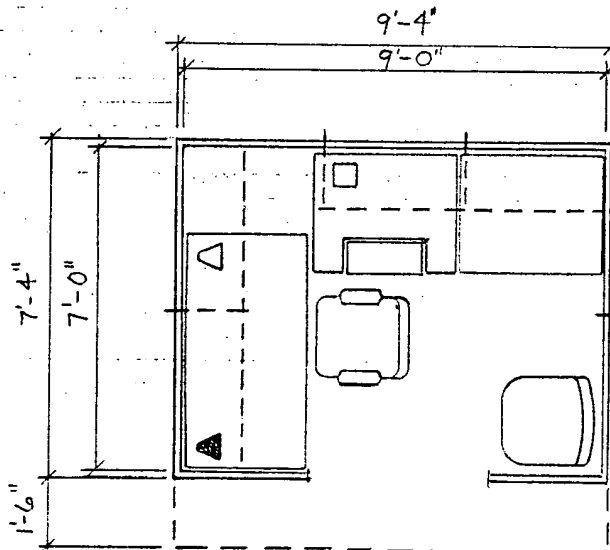| 30x36 | Terminal Table |
| 2-3 | File Drawers 18L" |
| 1-3 | Shelves |

Alternative Items Per Space Allowance

Ⓐ 11-08-84

11-01-84

Workstation E3
82 SF
Officer GS-12 to -13
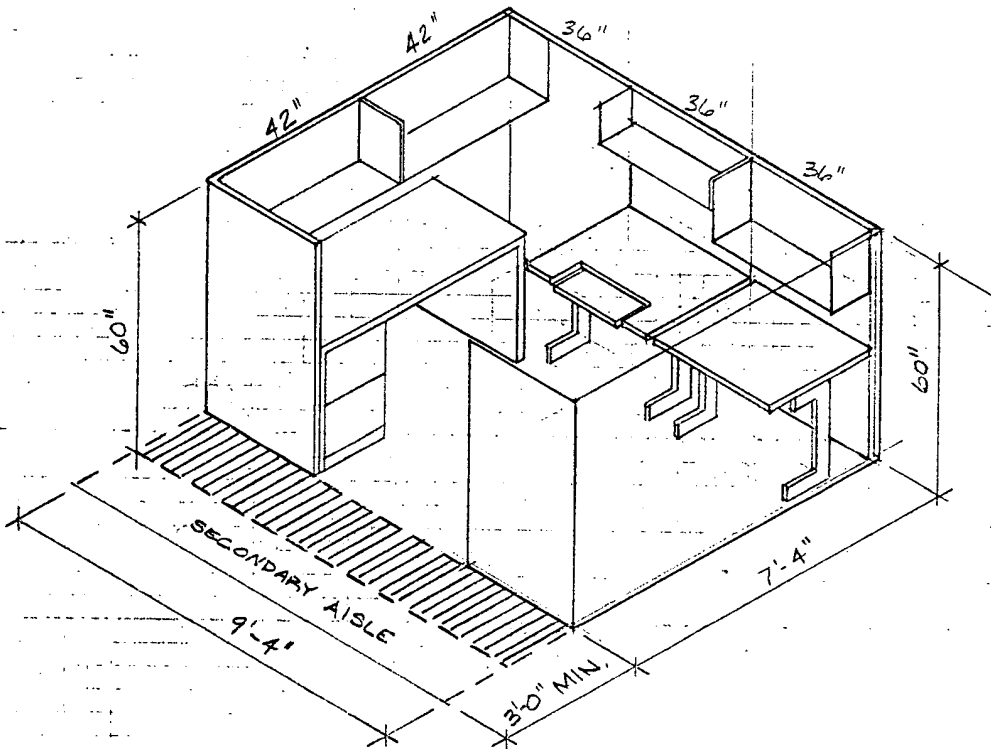
A

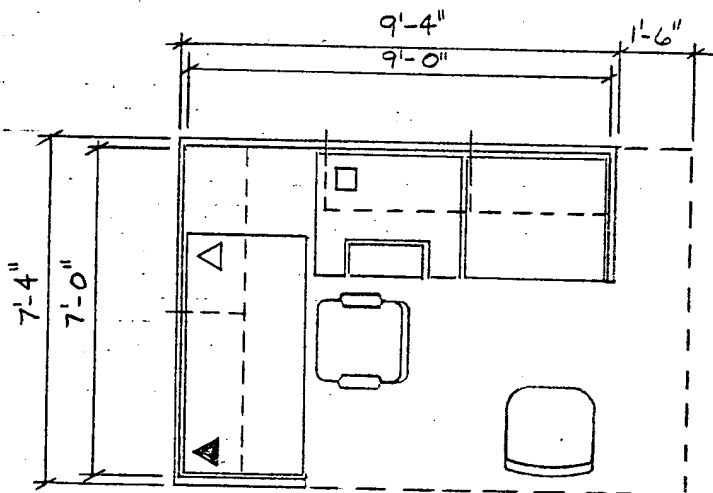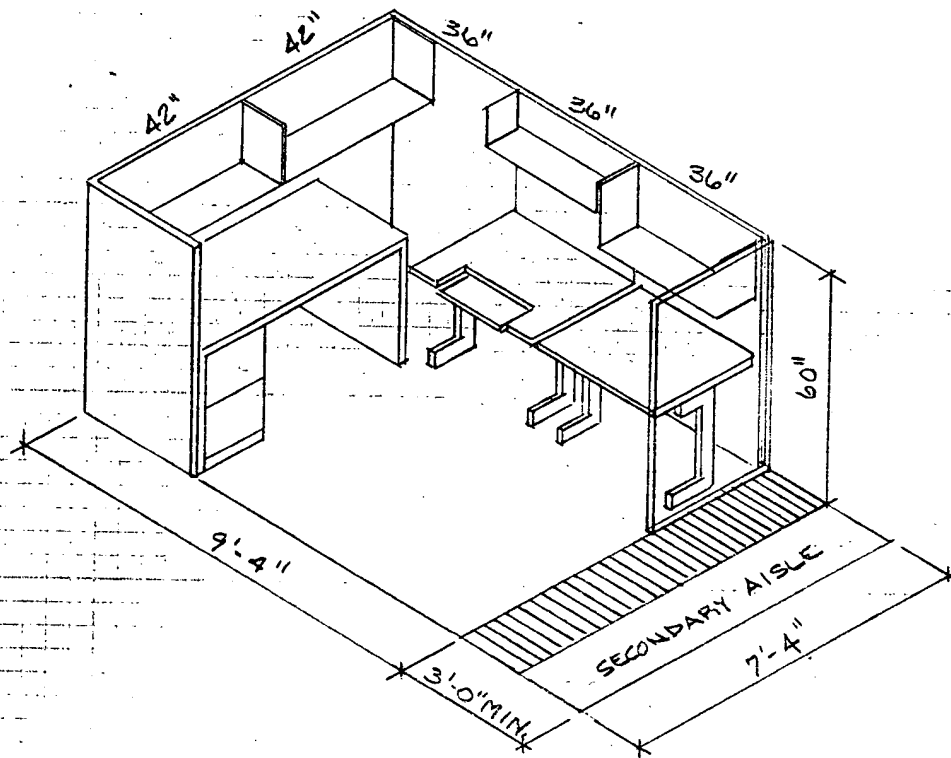|	
1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Secondary Work Surface
30x36	Terminal Table
2-3	File Drawers 18L"
1-4	Shelves

Alternative Items Per Space
Allowance

A   Black Phone

△   Green Phone

▢   Computer Terminal

.11-01-84

Workstation E3
80 SF
Officer GS-12 to -13

B

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Secondary Work Surface
30x36	Terminal Table
2-3	File Drawers 18L"
1-4	Shelves

Alternative Items Per Space
Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

Workstation F1
72 SF
Officer GS-07 to -11

A

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Terminal Table
1-2	File Drawers 18L"
1-3	Shelves

Alternative Items Per Space Allowance

B

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Terminal Table
1-2	File Drawers 18L"
1-3	Shelves

Alternative Items Per Space Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation F2
72 SF
Officer GS-07 to -11

(A)
½@
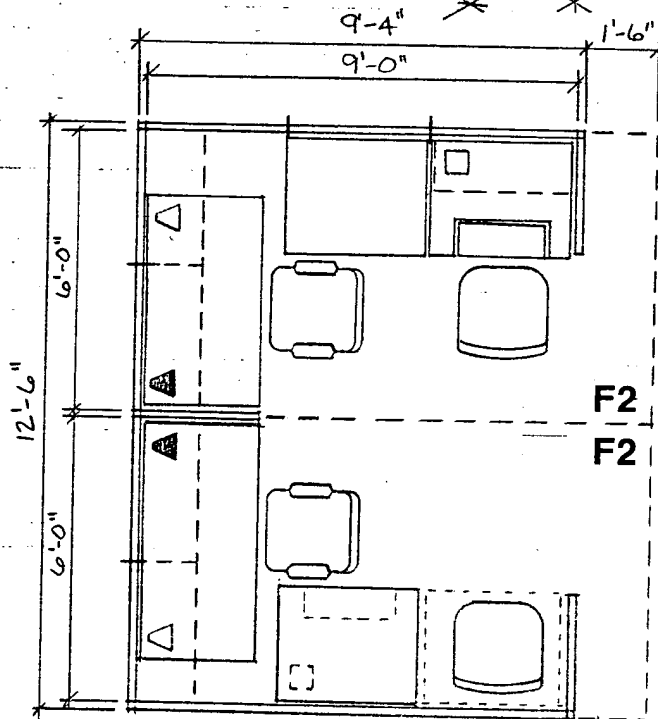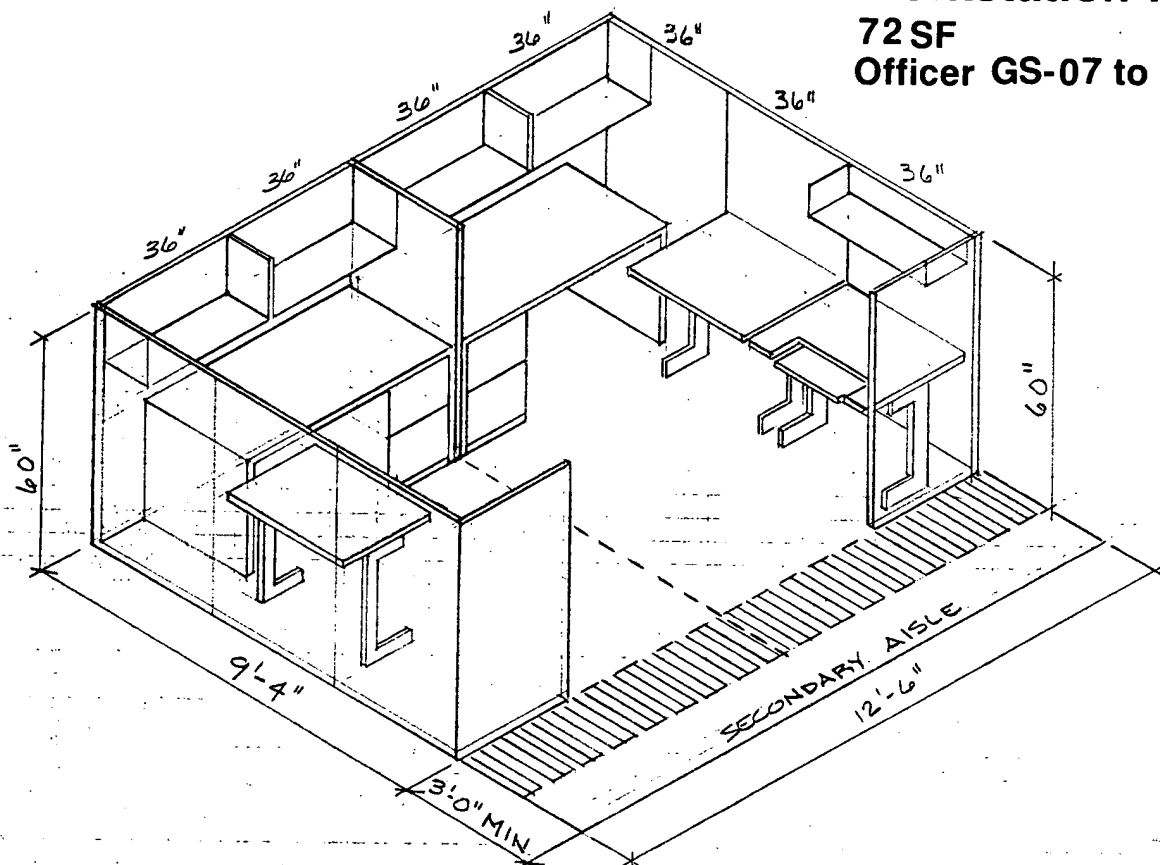
	1	Desk Chair
½@	1	Operational/Guest Chair
	30x60	Primary Work Surface
	30x36	Secondary Work Surface
½@	30x36	Terminal Table
	1-3	File Drawers 18L''
	1-3	Shelves

Alternative Items Per Space
Allowance

(B)

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Secondary Work Surface
1-3	File Drawers 18L''
1-2	Shelves

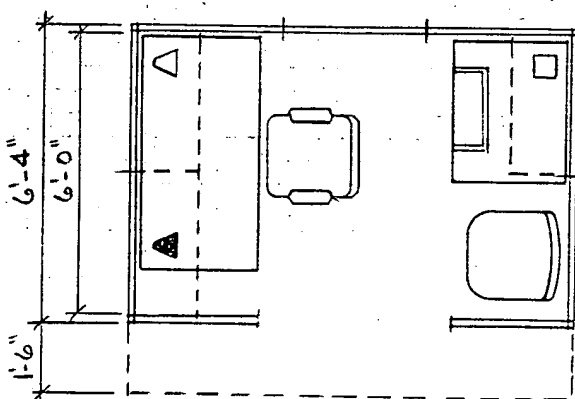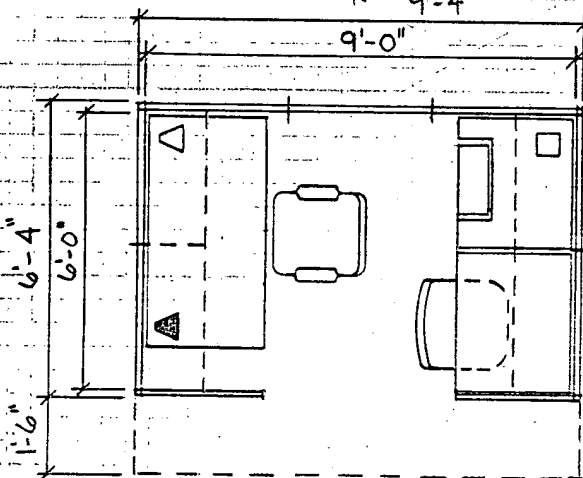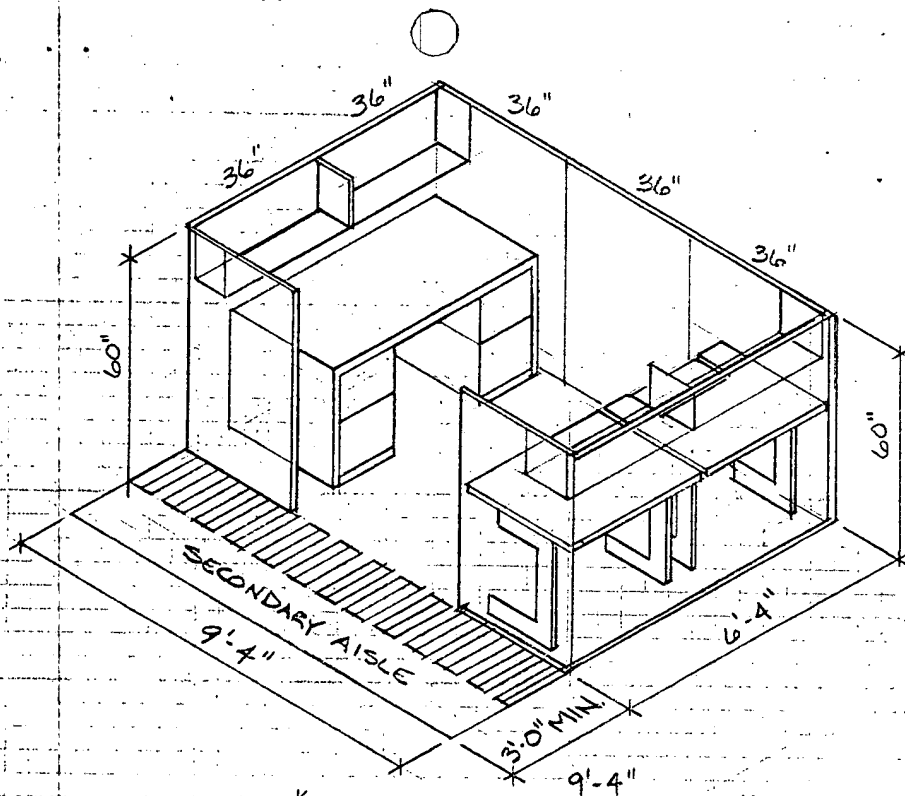Alternative Items Per Space
Allowance

🔺 Black Phone

△ Green Phone

▢ Computer Terminal

11-01-84

Workstation F3
87 SF
Officer GS-07 to -11

36" 36"
36" 36"
36"
60" 60"
SECONDARY AISLE
9'-4" 9'-4" 6'-4"
3'-0" MIN.

9'-0"
6'-4" 6'-0" 1'-6"

A

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Secondary Work Surface
30x36	Terminal Table
2-4	File Drawers 18L"
2-4	Shelves

Alternative Items Per Space
Allowance

9'-0"
6'-4" 6'-0" 1'-6"

B

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Terminal Table
2-4	File Drawers 18L"
2-3	Shelves

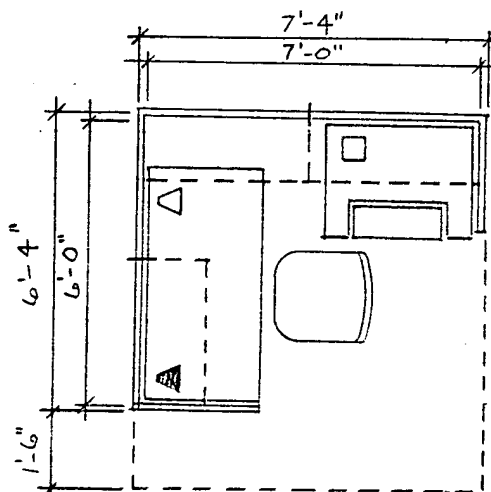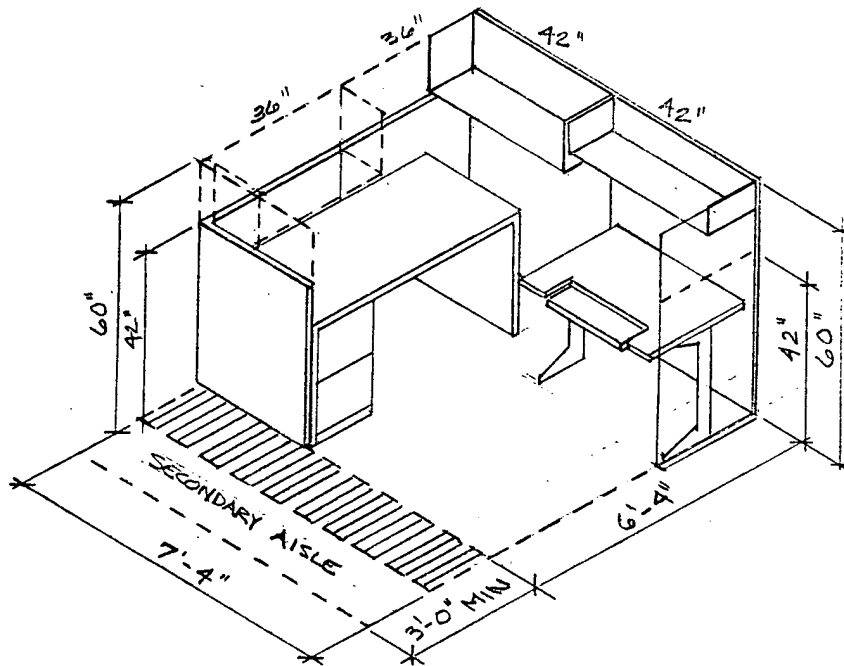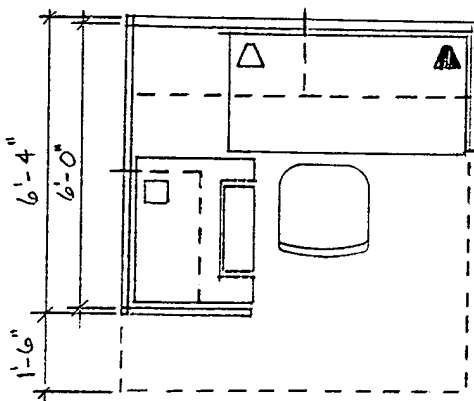Alternative Items Per Space
Allowance

▲ Black Phone
△ Green Phone
▢ Computer Terminal

11-01-84

Workstation G1
57 SF
Officer GS-01 to -06

A

1	Desk Chair
0	Guest Chair
30x60	Primary Work Surface (30x72 Alternative)
30x36	Terminal Table
1-2	File Drawers 18L"
1-3	Shelves

Alternative Items Per Space Allowance

B

1	Desk Chair
0	Guest Chair
30x60	Primary Work Surface (30x84 Alternative)
30x36	Terminal Table
1-2	File Drawers 18L"
1-3	Shelves

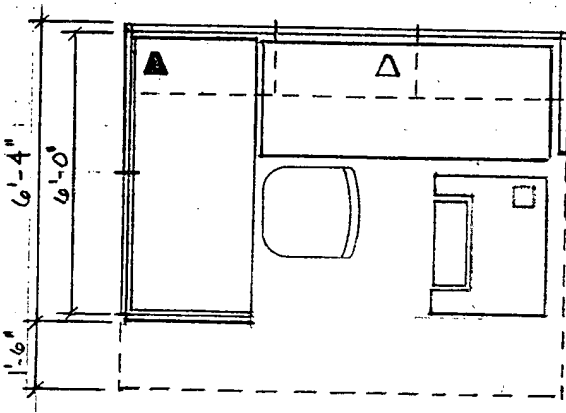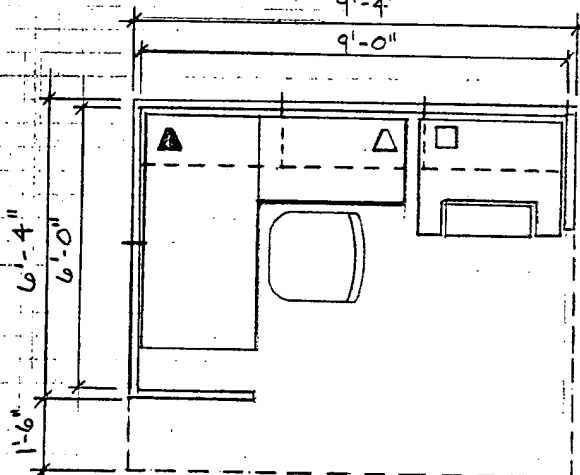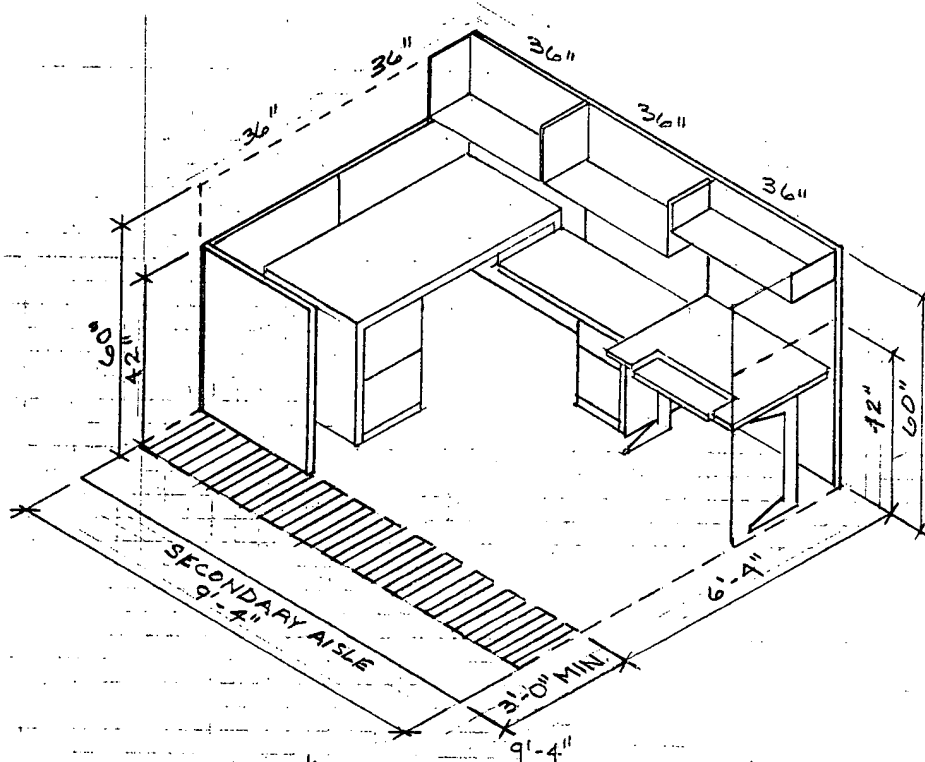Alternative Items Per Space Allowance

▲	Black Phone
△	Green Phone
▢	Computer Terminal

11-01-84

Workstation H1
72 SF
Secretary Word Processing
GS-0⊄ to Above
7

A

1	Desk Chair
0	Guest Chair
30x60	Primary Work Surface
20x36	Typing Return
30x36	Terminal Table
2-3	File Drawers 18L"
1-3	Shelves

Alternative Items Per Space Allowance

B

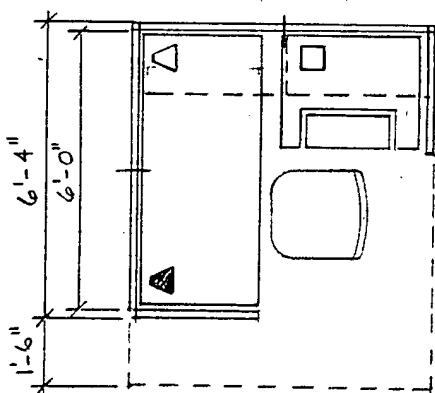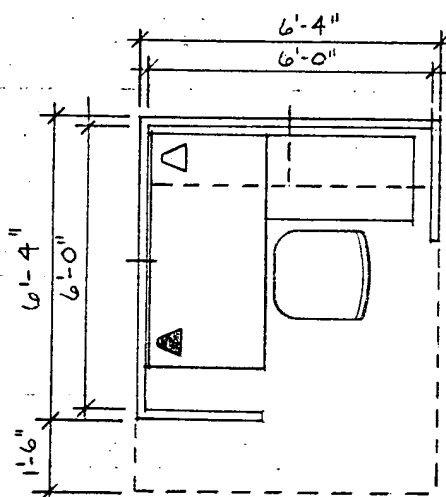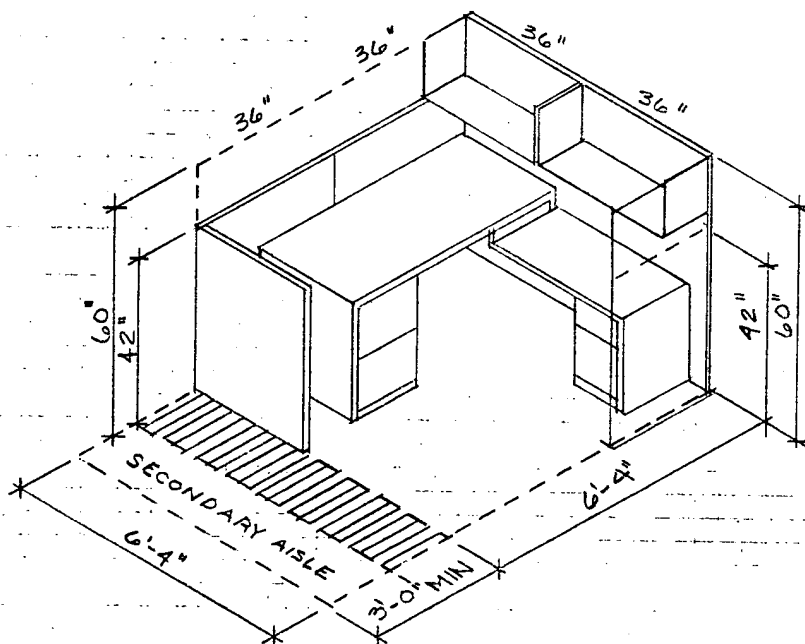|	
1	Desk Chair
0	Guest Chair
30x72	Primary Work Wurface
30x72	Secondary Work Surface 26 1/2" High
30x36	Terminal Table
2-3	File Drawers 18L"
1-3	Shelves

Alternative Items Per Space Allowance

▲	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation J1
48 SF
Secretary GS-01 to -05
Clerk

36" 36" 36" 36"
60" 42" 42" 60"
SECONDARY AISLE
6'-4" 6'-4" 3'-0" MIN

6'-4"
6'-0"
6'-4" 6'-0"
1'-6"

A

1.	Desk Chair
0	Guest Chair
30x60	Primary Work Surface
20x36	Typing Return
2-3	File Drawers 18L''
1-2	Shelves

Alternative Items Per Space
Allowance

6'-4"
6'-0"
6'-4" 6'-0"
1'-6"

B

1	Desk Chair
0	Guest Chair
30x72	Primary Work Surface
30x36	Terminal Table
2-3	File Drawers 18L''
1-2	Shelves

Alternative Items Per Space
Allowance

◭	Black Phone
△	Green Phone
☐	Computer Terminal

11-01-84

Workstation L1
150 SF
Special Analyst
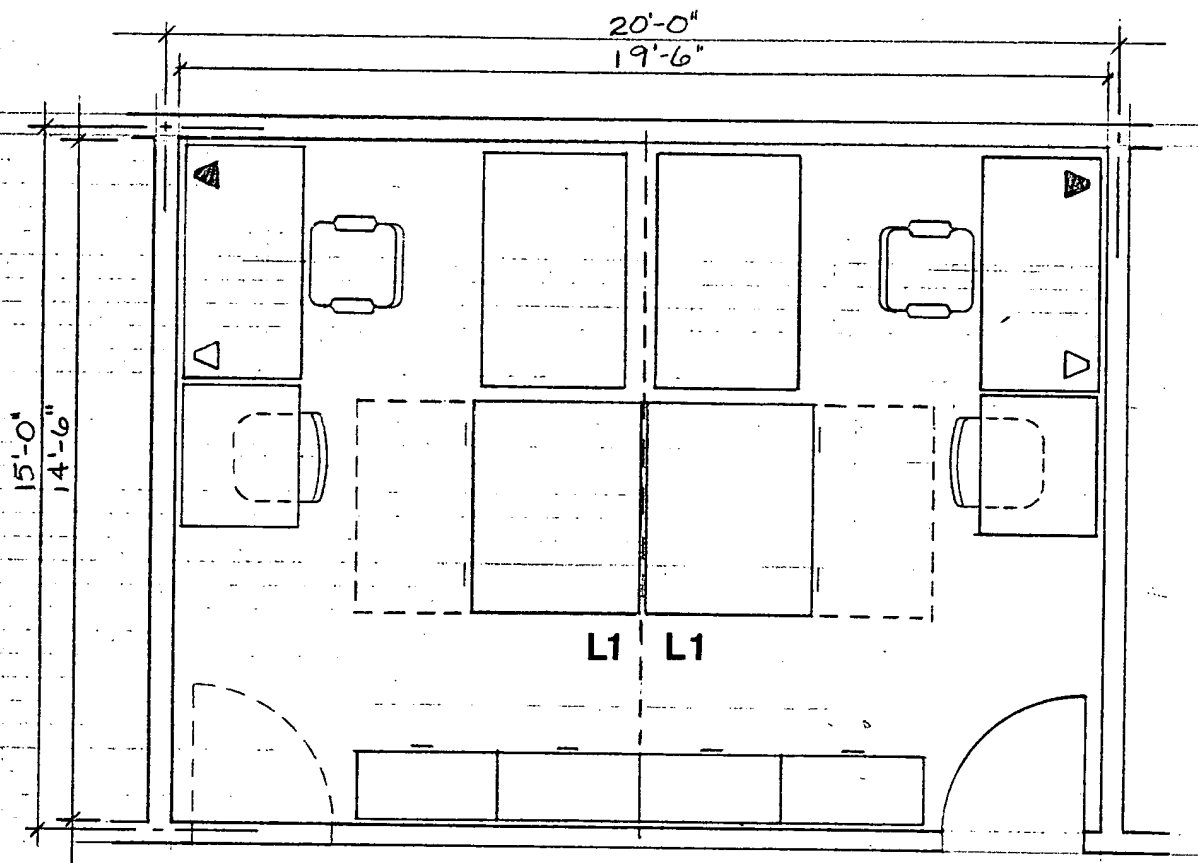
1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
36x60	Light Table
30x36	Machine Table
42x54	Flat File
2	5 Dwr Lateral File

Alternative Items Per Space Allowance

▲	Black Phone
△	Green Phone
□	Computer Terminal

11-01-84

Workstation L2
133 SF
Special Analyst
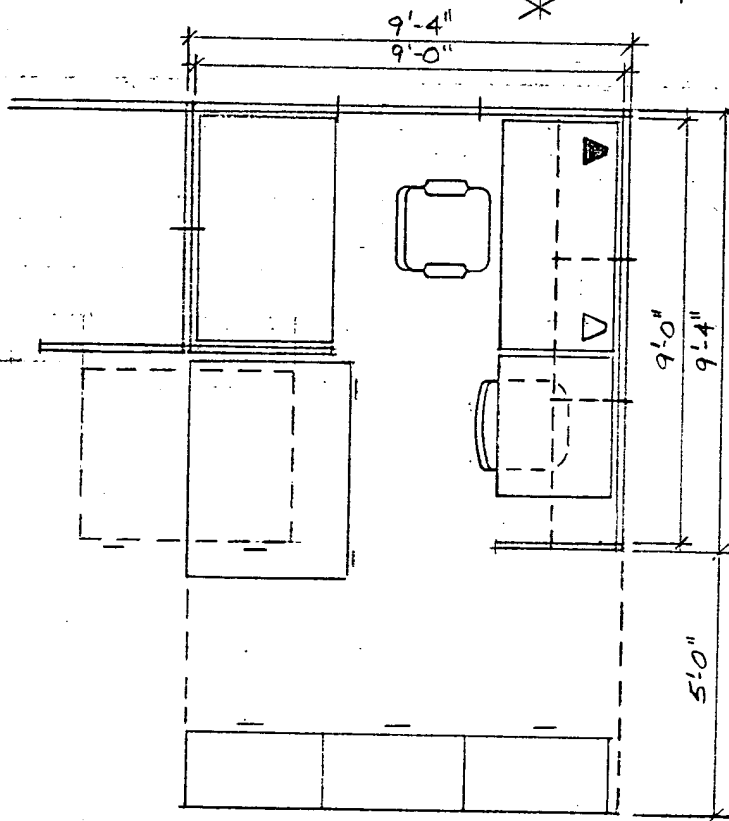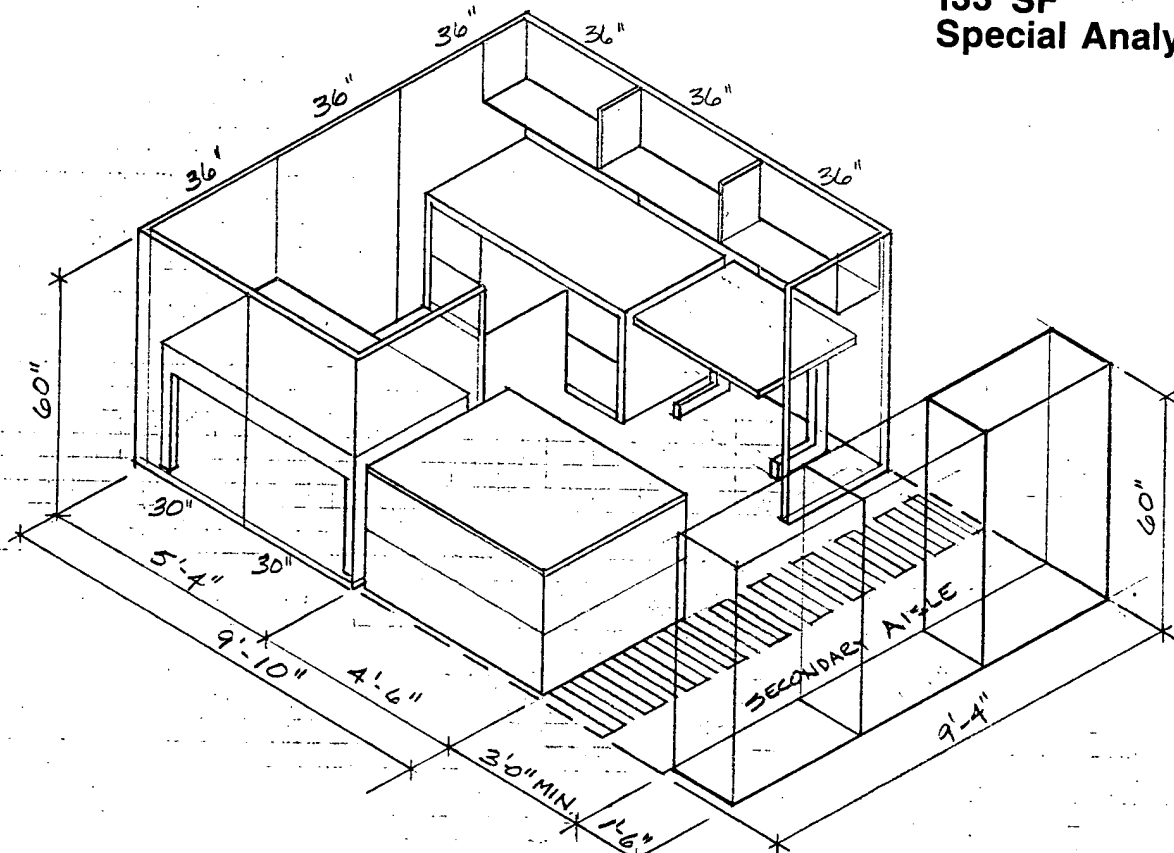
36" 36" 36" 36" 36" 36" 36" 36"

60"

30"

5'-4" 30"

9'-10" 4'-6"

3'0"MIN. 1'-6"

SECONDARY AISLE

60"

9'-4"

9'-4"
9'-0"

9'-0"
9'-4"

5'-0"

(A)

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Secondary Work Surface
36x60	Light Table
1-4	File Drawers 18L"
1-3	Shelves
42x54	Flat File
1-3	5 Dwr Lateral File
	Adjacent to Workstation

Alternative Items Per Space Allowance

(B)

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
30x36	Secondary Work Surface
36x60	Light Table
1-4	File Drawers 18L"
1-3	Shelves
$\frac{1}{2}$@ 42x54	Flat File
1-3	5 Dwr Lateral File
	Adjacent to Workstation

Alternative Items Per Space Allowance

▲ Black Phone

△ Green Phone

▢ Computer Terminal

11-01-84

Workstation

Distances maintained

Separation of personal space: *area that is defined and enhanced by the use of panels, furniture, or plants*

Sphere of territorial space

Delineation of personal space

8	Room height in feet			
7				
6	Eye level: standing			
5	Eye level: seated			
4				
3				
2				
1				
0				

B Limited privacy   No privacy   Partial privacy   Standing privacy   Total privacy